

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR0376726

Date Posted: 07/02/12

POSITION NO: 235825

Closing Date: 07/16/12

CLASS CODE: 4172

POSITION TITLE: SENIOR CARPENTER

DEPARTMENT NAME: Department of Navajo Veterans Affairs

DEPARTMENT NO: 37 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Monday-Friday

Permanent: ☒

SALARY:

Hours: 8:00am-5:00pm

Temporary: ☐

Duration: Full Time \$ 32,073.60 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Work of carpentry in performing skilled rough and finish/trim-outs, carpentry, electrical and plumbing work; performs minor repairs and/or housing construction such as excavation for footing, pour and finish concrete, constructs the framework for variety of structures; reads blueprints /floor plans and specifications; locates the following dimensions of the plot plan. Conduct home visits to provide assessments to determine if the existing house needs replacement or renovation. Does sketches of the existing house, takes photos/handles materials estimation which is submitted to supervisor for final approval. Very constant, the Navajo Nation chapters will request for assistance to provide technical skills in the area of inspection and if in accordance to specifications. Attend chapter meetings, planning sessions and seminars pertaining to the programs as well as the agency goals and objectives. Maintain own record filing systems, conducts materials inventory when housing materials are delivered at the construction sites; handles related assignments given by Veteran Service Officer.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and completion of Carpentry Trade School; and

**Experience:**

Two (2) years journey level carpentry experience. Must have some experiences in building a house from the foundations.

*(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Be able to positively and effectively communicate with the Navajo veterans and families. Ability to organize and work effectively with the general public on housing issues and concerns.

**License/Certification Requirements:**

Must possess a valid State Driver's License and Navajo Nation Vehicle Operator's permit. DD 214 honorably discharge for the Navajo Veterans preference.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*